

**Performance Work Statement (PWS) Test Capabilities
Development (TCD) Task Order**

1.0 BACKGROUND: The Test Resource Management Center (TRMC) is a Department of Defense (DoD) field activity focused on the readiness of DoD test and evaluation (T&E) infrastructure. The mission of the TRMC is to ensure the adequacy of DoD T&E facilities and resources, to include infrastructure, investment, and workforce. A significant part of its focus on T&E infrastructure is the Major Range and Test Facility Base (MRTFB). The TRMC is responsible for developing the biennial Strategic Plan for DoD T&E Resources; certifying Service and Agency T&E operational and investment budgets; ensuring the Services have the right T&E infrastructure, including state-of-the-art facilities to accomplish their T&E missions; and ensuring the Services have the right T&E infrastructure for, including robust strengthening of oversight and participation in, cyber testing. This latter responsibility is accomplished through the Test and Evaluation / Science and Technology (T&E/S&T) Program, the Central Test and Evaluation Investment Program (CTEIP), and the Joint Mission Environment Test Capability (JMETC) Program offices.

2.0 OBJECTIVE: The objective of this task order is to provide engineering, technical, administrative, and analytical support to the TRMC and the three TRMC programs: 1) Test and Evaluation / Science and Technology (T&E/S&T); 2) Central Test and Evaluation Investment Program (CTEIP); 3) Joint Mission Environment Test Capability (JMETC).

3.0 SCOPE: The scope of this task order is organized into seven major tasks:

- Task 1: Program Management Support
- Task 2: TRMC Support
- Task 3: T&E/S&T Program Support
- Task 4: CTEIP Support
- Task 5: JMETC Program Support
- Task 6: Special Studies, Assessments, and Reports Support
- Task 7: Collaboration and Partnerships Support

3.1 TASK 1 PROGRAM MANAGEMENT SUPPORT

This task objective is to provide a level of support for all contract participants appropriate to this contract. Support provided will be in accordance with requirements described below.

3.1.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, and analytical support to the Test Resource and Management Center (TRMC).
- The contractor shall staff, direct and manage an appropriate workforce to meet contractual requirements and ensure that specifications, performance schedules, and costs are maintained.
- The contractor shall provide detailed budgetary and financial management support to ensure contract financial planning, monitoring and execution are conducted with sufficient visibility and fidelity to minimize financial risk.

- The contractor shall institute and enforce an Organizational Conflict of Interest (OCI) plan approved by the government tailored for TRMC.
- The contractor shall support TRMC efforts to integrate this and other TCD tasks for promoting synergies and overall effective TRMC management.

3.1.2 Specific Tasks:

- Contractor shall create, maintain and provide TRMC TPOC and COR with annual detailed budget forecasts on a calendar and/or fiscal year basis for this task order. Contractor shall also provide TRMC TPOC and COR with detailed budget forecasts for specified, incrementally funded performance periods for each task order.
- Contractor shall conduct formal contract financial reviews as required for each task; such reviews will be provided to the TRMC TPOC and COR a minimum of twice per year.
- Contractor shall maintain and provide TRMC TPOC and COR with current and projected overall and individual contractor staffing levels to manage Full Time Equivalent (FTE) staffing using 1880 hours as the baseline standard to define a FTE.
- Conduct formal contract financial reviews as required for each task; such reviews will be provided to the TRMC TPOC/COR a minimum of twice per year.
- Contractor shall operate and maintain a classified facility.

3.2 TASK 2 TRMC SUPPORT

This task objective is to provide functional support appropriate to this task. Support provided will be in accordance with requirements described below.

3.2.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, and analytical support to the TRMC Director and the Principal Deputy Director, TRMC.
- The contractor shall provide engineering, technical, administrative, and analytical support to the Deputy Director, Range Oversight Division
- The contractor shall provide technical and administrative support to the Deputy Director, Corporate Operations
- The contractor shall provide engineering, technical, administrative, and analytical support to the Chief Financial Officer.

3.2.2 Specific Tasks:

- The contractor shall provide engineering, technical, administrative, and analytical support to the TRMC Director and the Principal Deputy Director, TRMC. Personnel performing work under this task order can be matrixed to support other defined TRMC task activities to further effective organizational integration. At every level, the contractor shall support

TRMC efforts to integrate this and other TCD tasks for promoting synergies and overall effective TRMC management.

- The contractor shall provide senior level engineering, technical, administrative, and analytical support to the TRMC Director and Principal Deputy Director, TRMC for supporting overarching organizational integration, and for data calls, guides, briefings, reports, white papers, articles, and similar products and services as directed. The contractor shall perform senior level liaison functions as directed. The contractor shall support predefined studies and analyses to include providing specific subject matter expertise.
- The contractor shall routinely engage with appropriate Developmental Test, Evaluation & Prototyping (DTE&P) elements, Director, Operational test & Evaluation (DOT&E), Federally Funded Research and Development Centers (FFRDCs), external agencies and TRMC stakeholders as directed to support accomplishing TRMC goals and objectives in positive ways, influencing policy and courses of action, and routine coordination for information sharing and mutual situational awareness.
- Under the direction of the project manager (PM) VII, the contractor shall provide executive assistance, information management and administrative support services to the Deputy Director for accomplishing day-to-day office management. Functions include (but are not limited to) maintaining schedules, managing executive correspondence and communications, and routine functions for government timecard and travel support. The contractor shall be proficient in Defense Travel System travel orders and voucher actions.
- The contractor shall provide engineering, technical, administrative, and analytical support to the Deputy Director, Range Oversight Division for data calls, guides, briefings, reports, white papers, articles, and similar products and services as directed. The contractor shall support predefined studies and analyses to include providing specific subject matter expertise.
- The contractor shall help plan for and assess the adequacy of the Major Range and Test Facility Base (MRTFB), as described in DoD Directive 3200.11 to provide adequate testing in support of development, acquisition, fielding, and sustainment of defense systems; and, maintain awareness of other T&E facilities and resources, within and outside the Department of Defense (DoD), and their impacts on DoD requirements.
- The contractor shall persistently engage corresponding DTE&P, DOT&E FFRDCs, Service and external agency elements and participate in T&E related working groups to maximize awareness of T&E infrastructure requirements, status, health, issues, gaps and plans as they relate to various acquisition programs of record and other T&E user requirements. Persistent awareness shall be maintained to enable effective collaborative planning for T&E infrastructure development and sustainability. Issues must be identified early enough to provide relevant leadership with T&E infrastructure recommendations to reduce acquisition program risk.
- The contractor shall support directed short term, focused technical reviews and/or studies that require specialized subject matter expertise beyond the capabilities of in-house staff. In such cases, the contractor will provide relevant subject matter expertise within the predefined execution period of the directed activity.

- The contractor shall support the completion of a strategic plan in accordance with DoDD5105.71 that reflects the needs of the DoD with respect to T&E facilities and resources, not less often than once every 2 fiscal years.
- The contractor shall support evaluation of the adequacy of resources for the Major Range and Test Facilities Base (MRTFB) programs. Contractor shall require access to PPBE databases to ensure that these analyses can be performed in a timely and efficient manner; specifically, the following PPBE documents/data: Program/Budget displays generated through the Program Data Requirements process (to include SNAP exhibits); POM/BES FYDP documents and associated Director, Cost Assessment and Program Evaluation (CAPE) data systems such as the Defense Programming Database Data Warehouse; Justification material in support of a component's submission; Reports or the results of queries from the Comptroller Information System and the Procurement, Research, Development, Test, and Evaluation (RDT&E) and Construction Programs systems; Classified P- 1, R-1, Procurement Programs, and RDT&E Programs documents.
- The contractor shall provide financial and programmatic analytical capability to support the TRMC Director's annual certification of the Services proposed T&E budgets to ensure such budgets are adequate, balanced, and support the current strategic plan.
- The contractor shall provide technical and administrative support to the Deputy Director, Corporate Operations.
- The contractor shall provide administrative support to include receptionist functions, maintaining visitor and suspense logs, organizational staffing rosters and charts, recall rosters, telecommuting documentation and reporting, providing and consolidating inputs to periodic activity reports, meeting agendas and reports, and controlling distribution of these products.
- The contractor will monitor the quality of assigned duties and actions, and will ensure they are completed on schedule. The contractor shall be proficient in Staff Action Control and Coordination Portal (SACCP) tracking actions and shall be knowledgeable of appropriate documentation procedures and formats.
- The contractor shall support development, implementation and maintenance of organizational Standard Operating Procedures (SOPs).
- The contractor shall support TRMC government and contractor personnel in-processing and out-processing. Contractor will support development and maintenance of relevant checklists and documentation, to include provisioning (i.e., assigning work space, acquiring Automated Data Processing (ADP) equipment and establishing underlying accounts) and accomplishing orientation, initial and mandatory training (Information Assurance and Privacy Act training, Combatting Human Trafficking training, etc.).
- The contractor will provide security support to include badging, visitor control, program and facility access, security rosters and logs, Sensitive Compartmented Information Facility (SCIF) procedures and access control, initial and recurring security training, implementation and maintenance of organizational security programs. The contractor shall be proficient in Security Manager Activities such as Joint Personnel Adjudication System (JPAS) utilization, and shall be knowledgeable of physical security and COMSEC, and

familiar with National Industrial Security Program Operating Manual (NISPOM).

- The contractor shall work with DTE&P webmaster to develop, utilize and maintain TRMC internet and/or intranet websites and portals as directed. The contractor shall ensure information proposed for posting is approved for release prior to posting IAW applicable directives, policy and procedures.
- The contractor shall provide engineering, technical, administrative, and analytical support to the Chief Financial Officer.
- The contractor shall provide comprehensive financial analysis and management support for TRMC organizational budget development, execution and reporting.

3.3 TASK 3 T&E/S&T PROGRAM SUPPORT

The T&E/S&T Program matures technologies from proof of concepts (i.e., Technology Readiness Level 3) up to prototype demonstrations in a relevant environment (i.e., Technology Readiness Level 6), so new test technologies can be incorporated with less risk into on-going test capability modernization projects sponsored by other TRMC and/or Defense Department T&E investments. The Program develops test technologies for transition into future test capabilities essential for delivery of advanced warfighting systems. This task objective is to provide support appropriate to this Contract. Support provided will be in accordance with requirements described below.

3.3.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, and analytical support to T&E/S&T Program Manager.
- The contractor shall support designated activities that align with the Test Technology Areas (TTAs) established by the T&E/S&T Program Manager.
- The contractor shall support ongoing T&E/S&T projects and launching new technology developments
- The contractor shall support TRMC efforts to integrate this and other TCD tasks for promoting synergies and overall effective TRMC management.
- Contractor shall have the capability to provide technical expertise and support in all the T&E/S&T Test Technology Areas (TTAs). The current TTAs are:
 - High Speed Systems Test
 - Spectrum Efficient Technology
 - Electronic Warfare Test
 - Advanced Instrumentation Systems Technology
 - Directed Energy Test
 - C4I and Software Intensive Systems Test
 - Autonomous and Artificial Intelligence Test
 - Cyberspace Test
 - Space Test

3.3.2 Specific Tasks:

- The contractor shall work with TRMC personnel to identify T&E infrastructure technology needs from a variety of source to include the National Defense Strategy (NDS), Quadrennial Defense Review (QDR), OSD Strategic Planning Guidance, the DOT&E, the DTE&P, and the USD(R&E) modernization areas.
- The contractor shall use these high-level sources as guidance to support development of the Strategic Plan for DoD T&E Resources, as well as by the Services for identifying future T&E needs.
- The contractor shall work with TRMC personnel to support T&E/S&T Program investment strategy by aligning the Program with the needs and drivers identified in the USD(R&E) modernization areas, evaluating Service T&E needs, and identifying the risk-reduction needs of other TRMC investment programs and Service Improvement & Modernization (I&M) efforts.
- The contractor shall support the T&E/S&T Program Manager to focus advanced technology development (Budget Activity (BA) 3) funding on T&E capability gaps in order to improve test capabilities support for development of future advanced technology systems.
- The contractor shall support the transition of developed technologies to other TRMC investment programs, Service I&M efforts, the MRTFB, and other DoD field test activities for development of a test capability to TRL 9.
- The contractor shall work with the Services and DoD Agencies to determine ways to leverage the broader, ongoing S&T efforts as directed. These efforts are the Budget Activity (BA1) (basic research), BA2 (applied research), and BA3 (advanced technology development) efforts that could address T&E infrastructure needs.
- The contractor shall work with TRMC personnel to support T&E/S&T Program integrated planning and execution. This process includes identification of drivers, translation of drivers into T&E needs, use of needs to guide the organizational structure and investment strategy of the Program, initiation of T&E/S&T projects, and transition of technology developments to T&E activities and organizations. The development and execution of the T&E/S&T Program is integrated not only within TRMC, but also with DTE&P, Service T&E organizations, and the broader DoD S&T community. Contractor personnel assigned to this task shall be available for matrix support to related TRMC activities across the TRMC organization as directed.
- The contractor shall work with TRMC personnel to identify T&E/S&T drivers, such as the National Defense Strategy (NDS), the Strategic Plan for DoD T&E Resources, USD(R&E) modernization areas, Service T&E shortfalls, CTEIP, JMETC, and Service and Agency S&T efforts.
- The contractor shall work with TRMC personnel to identify T&E needs by translating the drivers into T&E needs.
- The contractor shall support development and redirection of TTAs. The contractor shall work with TRMC personnel analyze the needs to determine if they are being addressed by the current T&E/S&T TTAs or by other related efforts within DoD. The contractor shall support creation or redirection of TTAs as appropriate. Note: The T&E/S&T Program

consisted of three TTAs at its inception in 2002. Since then, the Program has increased the number of TTAs to eight and modified the names and missions of some TTAs to ensure continued relevance and value to DoD. The contractor shall support decentralized execution process, through eight TTAs Executing Agents (EA) and Tri-Service Working Groups (TSWG). The contractor shall represent and the T&E/S&T PM through continual interface with the respective EA to keep the T&E/S&T PM abreast of individual project status and overall corresponding TTA portfolio status. There are currently 8 TTAs: Cyberspace Test Technology (CTT), Directed Energy Test (DET), Electronic Warfare Test (EWT), High Speed Systems Test (HSST), C4I and Software Intensive Systems Test (C4T), Autonomous and Artificial Intelligence Test (AAIT), Advanced Instrumentation Systems Technology (AIST), and Spectrum Efficient Technology (SET)

- The contractor shall support T&E/S&T Test Technology Area (TTA) Tri-Service Working Groups (TSWGs) that further T&E technology needs. Support includes planning, execution and reporting of these groups. The contractor shall provide administrative, logistical, and subject matter expertise support.
- The contractor shall support the execution of T&E/S&T Program efforts with regard to Office of the Secretary of Defense (OSD) science, technology, engineering, and mathematics (STEM) initiatives. These efforts benefit the T&E community by involving academic institutions in projects initiated by response to Broad Agency Announcements (BAAs) or other solicitations and by supporting intern activities within the TRMC, T&E activities, and at DoD test ranges and facilities.
- The contractor shall monitor and advise the T&E/S&T Program Manager of new T&E/S&T projects based upon a Broad Agency Announcement (BAA) solicitation for each TTA to industry, academia, and government laboratories. The contractor shall monitor TTA Executing Agents employment of their respective TSWGs, and shall utilize the expertise of EAs and working groups. The contractor shall work with TRMC personnel to monitor and oversee development of solicitation topics prior to release, evaluation of white paper and proposal responses, and shall provide the T&E/S&T Program Manager with recommendations for project selection.
- The contractor shall support development of and updating T&E/S&T Roadmaps, and the alignment of these roadmaps with T&E/S&T drivers.
- The contractor shall collaborate and coordinate initiation of new T&E/S&T Projects that support the roadmaps, using the defined new start process.
- The contractor shall support transition of projects to other TRMC investment programs, Service I&M efforts, the MRTFB or other DoD test capabilities.
- The contractor shall support planning and execution of recurring combined reviews of T&E/S&T, CTEIP, and JMETC efforts. The contractor will support leveraging TRMC- sponsored study findings and recommendations, both within and external to the T&E/S&T Program, to identify needs and redirect TTAs. Such support includes, but is not limited to: Quarterly reviews by the OSD Test Investment Coordinating Committee, where senior Service T&E representatives verify the Program is supporting Service needs. Service test

range and S&T representatives of the TTA TSWGs periodic meetings that ensure efforts are integrated. Interfacing with representatives of OUSD(R&E) to support leveraging efforts from the DoD S&T community and possible transition of technologies back to the same community. Bi-annual T&E/S&T Program Reviews to ensure emerging T&E technology challenges relevant to DoD's T&E needs are being adequately addressed. Relevant conferences, symposia, and workshops sponsored by the S&T community and related professional organizations.

- The contractor shall support the T&E/S&T Outreach Program used to promote the benefits of the T&E/S&T Program and expand the offeror base for the Program.
- The contractor shall work with TRMC personnel to plan and execute Industry/Academia Day, held approximately every two years. Support includes providing open invitations to government, industry, and academic personnel, overseeing and advising with regard to papers submitted for publication in professional journals and presentation at conferences, symposia, and workshops sponsored by T&E and S&T professional organizations

3.4 TASK 4 CTEIP SUPPORT

The Central Test and Evaluation Investment Program (CTEIP) facilitates the coordination and planning and execution of Office of the Secretary of Defense (OSD) investments in test and evaluation (T&E) facilities. CTEIP projects have multi-Service/Defense Agency applicability, are developmental, not procurement, in nature and are a high priority for OSD. The CTEIP is comprised of three projects: Joint Improvement and Modernization (JIM) (majority of investment), the Resource Enhancement Project (REP), and threat systems.

- The JIM projects develop T&E capabilities that meet Joint requirements (3-5 years development)
- REP funds critical, near-term operational test (OT) shortfalls whose non- availability for scheduled OTs could introduce high risk in the development and evaluation of new weapon systems and system upgrades (usually 2 years or less development)
- Threat simulator and target developments are conducted to ensure the current threat is represented in the T&E environment (development time varies by threat)

This task objective is to provide support appropriate to this contract. Support provided will be in accordance with requirements described below.

3.4.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, analytical, and financial management support to the CTEIP Program Manager (PM) to accomplish program objectives:
- Provide a corporate investment approach to meet multi-Service and Defense Agency T&E needs.
- Increase interoperability and interconnectivity among test centers and ranges to promote joint

testing.

- Support projects that apply demonstrated advanced technologies to correct deficiencies in T&E capabilities.
- Achieve compatibility and interoperability across the Services in targets, test instrumentation, and threat simulators to optimize use of threat resources during test events.
- Develop, validate, and integrate modeling and simulation with open-air testing to provide timely, accurate, and cost-effective results.
- Where economically and technically feasible, promote mobile test instrumentation as an alternative to fixed facilities.
- Provide resources to respond to shortfalls in near-, mid- and long-term critical test capabilities.
- Evaluate and recommend fundamental program management, systems engineering, and financial management techniques to funded CTEIP projects to ensure cost, schedule and technical performance objectives are met by assigned government activities. The contractor shall support ongoing CTEIP projects and support selection of projects that meet the program's purpose. Support may include, but not limited to: creation, control, review, coordination, publication, presentation, dissemination, and archiving of documents, papers, briefings, studies, analyses, materials, and reports. The contractor shall support TRMC efforts to integrate this and other TCD tasks for promoting synergies and overall effective TRMC management.

3.4.2 Specific Tasks:

- The contractor shall support the CTEIP Planning Process to ensure a set of high priority, multi-Service/ Defense Agency T&E investments are identified, reviewed, evaluated, and approved for inclusion into each Program Objective Memorandum (POM).
- The contractor shall monitor the planning process and advise the CTEIP PM. Duties include interacting with the T&E Executive Agent (EA) to include the T&E Needs and Solutions Call, assist with the preparation and prioritization of proposals, and submission of proposals to the TRMC for consideration for approval and incorporation into the Program Objective Memorandum (POM).
- The contractor shall support the assessment of proposal content by assuring it represents a logical, acceptable risk approach to developing a T&E capability that satisfies a valid need. The contractor will screen proposals for information sufficient to make the project credible from technical, performance, risk, schedule, and cost standpoints. The contractor shall screen proposals for identification and discussion of competing/alternative approaches that have been considered to provide the required test capability. The contractor will work with the Services and Defense Agencies in an effort to make proposals acceptable for CTEIP PM decisions.
- The contractor shall support CTEIP Proposal evaluation by monitoring the review, evaluation, and vetting processes by the Services, Defense Agencies, and the T&E EA before submission to the CTEIP Program Manager (PM) for consideration. The contractor shall monitor evaluation criteria used at each level of review and ensure they are aligned with CTEIP objectives (see Technical Requirements, above) and any additional guidance that may be given to address

current issues, policies, budget constraints, and concerns that influence the CTEIP or its projects during the current year. The contractor shall support the evaluation of candidate CTEIP projects using criteria defined in the current CTEIP Planning and Execution Guide.

- The contractor shall provide assistance as required by the TRMC team to build the CTEIP input to the POM by analyzing and correlating available funding to ongoing projects and prioritized new start funding needs. The contractor shall support the disposition of unsuccessful projects or those that are not programmed in the first two years of the POM.
- The contractor shall support CTEIP project execution. Contractor personnel assigned to this task shall be available for matrix support to related TRMC activities across the TRMC organization as directed.
- The contractor shall provide detailed reviews of annual REP project new start proposals to ensure compliance with the REP Program Execution Guide (PEG) and administer the prioritization and selection process. On behalf of the CTEIP Program Manager, the contractor in collaboration with the program manager shall ensure that projects going forward meet selection criteria, are executable, and key project risks and mitigation strategies are identified and implemented. The contractor shall evaluate and recommend alternative solutions for near term operational test shortfalls that could provide sufficient test capability while minimizing additional investment.
- The contractor shall participate in the Threat System Program (TSP) portfolio project identification process. The contractor shall provide evaluations to the program manager of new start proposals to include executability and conformance to CTEIP criteria.
- The contractor shall support CTEIP project execution from project initiation through transition to T&E capability owning organizations.
- The contractor shall assist the CTEIP PM in preparation of Test Package Directives (TPD) and coordinate with appropriate OSD Test Investment Coordinating Committee (OTICC) member(s). For REP projects, the contractor shall develop Test Package Directives for Government signature.
- The contractor shall support the CTEIP PM's overall program oversight through continuous interface with OTICC staff or their representatives, and the project executing Service or Agency.
- The contractor shall monitor and advise the CTEIP PM on the status of various requirements development and project planning efforts, as well as project execution efforts. The contractor will also support the staffing, coordination and approval of CTEIP documents as required. These documents include:
 - CTEIP Test Capability Requirements Document
 - Initial Project Management Plan (PMP), updated PMP, and Analysis of Alternatives development (if required)
 - Technology Readiness Assessments
 - Acquisition strategy development (to include source selection and award, if appropriate)
 - Updated cost estimates
 - Development approach and systems engineering process

- Risk assessments (cost, schedule and technical)
 - Initial and final Life Cycle Support Plan
 - Systems Engineering Plan (if directed)
 - Monthly Project Status Reports
 - Project Final Report
- The contractor shall support all phases of planning and execution of project reviews. These reviews may require administrative, legal, logistical, and technical support. Reviews include:
 - New Start Review Acquisition Strategy and Affordability Decision Review
 - Phase II Decision Review
 - CTEIP Annual Mid-Year Review
 - Project Management Review
 - REP Working Group
 - The contractor shall support planning and execution of recurring combined reviews of Test and Evaluation/Science and Technology (T&E/S&T), CTEIP, and Joint Mission Environment Test Capability (JMETC) efforts. The contractor will support leveraging TRMC-sponsored study findings and recommendations, both within and external to the CTEIP Program, to identify needs and redirect resources. Such support includes, but is not limited to:
 - Quarterly reviews by the OTICC
 - Relevant conferences, symposia, and workshops sponsored by the S&T community and related professional organizations.
 - The contractor shall support CTEIP PM efforts to ensure basic systems engineering processes, procedures, and practices are being followed in the identification of the requirements, the design and development, and the planning for sustainment of the T&E capability.
 - The contractor shall support transition of projects to other TRMC investment programs, Service I&M efforts, the Major Range and Test Facility Base or other DoD test capabilities.
 - The contractor shall provide financial analysis and management support to the CTEIP PM to facilitate efficient budget planning and execution at the individual project level as well as the overall program level. Contractor shall provide expertise necessary for building/assessing/monitoring/ funding profiles and spend plans.
 - The contractor shall monitor and advise the CTEIP PM on REP threat related projects and coordination with DOT&E Test & Evaluation Threat Resources Activity (TETRA).
 - The contractor shall monitor and advise the CTEIP PM on coordination with REP driven coordination with DOT&E Action Officers and the DOT&E WG Co- chairperson.
 - The contractor shall monitor and advise the CTEIP PM on REP project nomination and selection activities, to include status of the REP projects identification and approval process and schedule, candidate project acceptance, applicability of programmatic funding (e.g., funding of foreign materiel utilization, REP threat simulators, etc.) , and prioritization of new projects
 - The contractor shall monitor and advise the CTEIP PM on out of cycle nominations
 - The contractor shall ensure REP projects are planned and executed using DoD best procedures

for project management and systems engineering. The contractor shall support project monitoring for major reviews, meeting and site inspections as directed by the CTEIP PM and/or Deputy CTEIP PM.

- The contractor shall assist the Deputy CTEIP PM management of the TSP portfolio. This includes, but is not limited to, monthly and/or annual reviews, as well as preparation and participation in TSP portfolio semiannual reviews.

3.5 TASK 5 JMETC PROGRAM SUPPORT

The Joint Mission Environment Test Capability (JMETC) is a corporate approach for linking distributed facilities that will enable T&E and acquisition community customers to evaluate new and legacy systems and capabilities in a Joint context. JMETC provides a persistent, distributed test and evaluation (T&E) capability that supports system development to measure and improve interoperability performance and cyber resiliency. In addition, the JMETC Program takes developing and existing technologies (i.e. Technology Readiness Level - TRL 5 (Developing) up to TRL 9 (System Test, Launch, and Operations)), and applies them to the creation, maintenance and operations of the Live, Virtual and constructive (LVC), Persistent, Secure, Distributed Test Network capability on behalf of the Test Resource Management Center (TRMC) and/or Defense Department Development and Training Programs. This test capability supports system-to-system interoperability testing, mission-level environment testing and cyber event operations, including cyber testing, cyber training, cyber experimentation, and cyber mission rehearsal, essential for adequate, accessible and cost effective, testing and delivery of proven, advanced warfighting systems, both now and in the future. To accomplish this mission, the JMETC program will:

- Maintain a core reconfigurable foundation that enables the rapid integration of LVC resources
- Develop products that provide readily available connectivity over existing DoD networks, standard data transport solutions, tools and utilities for planning and conducting distributed integrations, and a reuse repository
- Provide both on-site and help desk customer support for use of the JMETC infrastructure to integrate LVC resources
- Provide unified cyber test and evaluation infrastructure in support of multi-service requirements. Support provided will be in accordance with requirements described below.

3.5.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, and analytical support to JMETC Program Manager and his designated staff.
- The contractor shall support designated activities that align with the focus areas established by the JMETC Program Manager and his designated staff.
- The contractor shall support ongoing JMETC projects and launching new technology developments in support of secure, persistent, distributed test capabilities.
- The contractor shall provide engineering, technical, administrative, and analytical support to the Executive Agent (EA) for cyber test ranges.
- The contractor shall support TRMC efforts to integrate this and other TCD tasks for promoting synergies and overall effective TRMC management.

3.5.2 Specific Tasks:

- The contractor shall identify JMETC infrastructure and technology needs from a variety of source to include the QDR, OSD Strategic Planning Guidance, the DOT&E, the DTE&P, and the USD(R&E), to include Test and Evaluation Master Plans (TEMPs). The JMETC program provides its customers a dedicated support team to assist with JMETC products and the conduct of distributed testing. The JMETC persistent infrastructure consists of the six primary products listed below and discussed later in this document:
 - Persistent Connectivity
 - Middleware Standard Interface
 - Definitions and Software Algorithms
 - Distributed Test Support Tools
 - Data Management Solutions
 - Reuse Repository
- The contractor shall use these high-level sources as guidance to support development and maintenance of the JMETC network in support of T&E needs.
 - The contractor shall support JMETC Program distributed test strategy by aligning the Program with the needs and drivers identified in the above documents.
 - The contractor shall support the JMETC Program Manager to focus advanced technology on distributed testing in order to improve test capabilities support for development and testing of future advanced technology systems,.
- The contractor shall support the awareness and possible transition of new technologies to other TRMC investment programs, Service I&M efforts, the MRTFB, and other DoD field test activities.
- The contractor shall work with the Services and DoD Agencies to leverage the broader, ongoing JMETC Distributed Test efforts as directed.
- The contractor shall support JMETC Program integrated planning and execution. This process includes identification of drivers, translation of drivers into T&E Distributed test needs, use of needs to guide the organizational structure and investment strategy of the Program, initiation of JMETC projects, and application of technology developments to T&E activities and organizations. The development and execution of the JMETC Program is integrated not only within TRMC, but also with DTE&P, and Service T&E organizations. Contractor personnel assigned to this task shall be available for matrix support to related TRMC activities across the TRMC organization as directed.
- The contractor shall identify JMETC drivers, such as the National Defense Strategy (NDS), QDR, the Strategic Plan for DoD T&E Resources, USD(R&E), Service T&E shortfalls, CTEIP, JMETC User Group inputs, and Service and Agency distributed test efforts.
- The contractor shall identify Distributed Test needs by translating the above sources and customer/project requirements into individual JMETC distributed T&E needs.
- The contractor shall support decentralized management and execution process, via the JMETC Organizational structure, Systems Engineering (SE) Technical Team Lead and the Deputy Director of Operations (DOPS) offices.

- The contractor shall represent and the JMETC PM through continual interface with the respective program leads to keep the JMETC PM abreast of individual project status and overall corresponding JMETC User and network site status.
- The contractor shall support JMETC Program Office efforts that further LVC, Secure, and Distributed Test T&E technology needs. Support includes planning, execution and reporting on these networks sites and initiatives.
- The contractor shall provide administrative, logistical, and subject matter expertise support.
- The contractor shall support the JMETC Program Office as it assigns dedicated representatives from the DOPS and SE sections to assist customers with the planning, preparation, and execution of the infrastructure for their distributed test event.
- The contractor shall support the execution of JMETC Program Office efforts by involving academic, industry and the existing JMETC User community in projects initiated by response to support queries and technical needs, as identified within the JMETC User Group, TRMC, T&E activities, and at DoD test ranges and facilities.
- The contractor shall and monitor and advise the JMETC Program Manager of potential new and existing JMETC distributed test network solutions and projects based upon development of external/internal customer requirements (identified at JEMTC Users Groups or via internal submission to the Program Office).
- The contractor shall monitor Acquisition Category (ACAT) Program Executing Agents and other respective JMETC customers/users.
- The contractor shall monitor and oversee development of technical solutions to JMETC network capability developments, evaluation of white paper and technical proposal responses, and shall provide the JMETC Program Manager with recommendations for project selection.
- The contractor shall support development of and updating JMETC Roadmaps, and the alignment of these roadmaps with JMETC distributed test drivers.
- The contractor shall provide analysis, support and technical expertise to the JMETC PM in support of OSD Cyber-Initiatives.
- The contractor shall support the Executive Agent (EA) for Cyber Test Ranges to develop unified cyber test and evaluation infrastructure that will enable developers and operators to conduct technical and operational tests of the cyber security and interoperability posture of DoD systems, including weapons systems, command and control systems, and key DoD business systems.
- The contractor shall oversee and coordinate initiation of new JMETC Projects that support the roadmaps, using the defined new start process.
- The contractor shall support transition/integration of JMETC internal projects to other TRMC programs, Service I&M efforts, the MRTFB or other DoD test capabilities.
- The contractor shall support planning and execution of recurring combined reviews of T&E/S&T, CTEIP, and JMETC efforts. The contractor will support leveraging TRMC-sponsored study findings and recommendations, both within and external to the JMETC Program, to identify needs and redirect TTAs. Such support includes, but is not limited to:
 - Attend and promote JMETC Distributed Test capabilities at various ACAT Program Management Test Integration Working Group (TWIG) meetings.

- Annual JMETC Program Strategy Review to ensure Distributed Test T&E technology challenges and capabilities relevant to DoD's T&E needs are being adequately addressed.
- Relevant conferences, symposia, and workshops sponsored by the T&E community and related professional organizations.
- The contractor shall support the JMETC Program Users Group Meetings (Working Groups) used to promote the benefits and technical benefits of the JMETC Program and expand the user base for the Program.
- The contractor shall plan and execute JMETC Users Group Meetings, held approximately quarterly. Support includes providing open invitations to government, industry, and academic personnel, managing User Tracks, creation, overseeing and advising with regard to presentations/papers submitted for presentation/publication at conferences, symposia, and workshops, some sponsored by JMETC.
- The contractor shall support the Executive Agent (EA) for Cyber Test Ranges to develop unified cyber test and evaluation infrastructure that will enable developers and operators to conduct technical and operational tests of the cyber security and interoperability posture of DoD systems, including weapons systems, command and control systems, and key DoD business systems.

3.6 TASK 6 SPECIAL STUDIES, ASSESSMENTS, AND REPORTS SUPPORT

This task objective is to provide functional support appropriate to this task. Support provided will be in accordance with requirements described below.

3.6.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, and analytical support to develop special studies and technical assessments, as well as support development of reports to Congress.

3.6.2 Specific Tasks:

- Contractor shall investigate and analyze the engineering, technical, administrative, and analytical data in support of special studies, assessments, and congressional reports.
- Contractor will support leveraging TRMC- sponsored study and assessment findings and recommendations, both within and external to the TRMC, to identify test needs and develop investment strategies.
- Contractor shall provide formal deliverables to include reports and presentations documenting engineering, technical, administrative, and analytical assessments completed on behalf of the TRMC.

3.7 TASK 7 COLLABORATION AND PARTNERSHIPS SUPPORT

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This task objective is to provide functional support appropriate to this task. Support provided will be in accordance with requirements described below.

3.7.1 Technical Requirements:

- The contractor shall provide engineering, technical, administrative, and analytical support to TRMC collaborations and partnerships with other DoD organizations, other Federal agencies, and international partners.

3.7.2 Specific Tasks:

- Contractor shall support planning and execution of recurring collaborative meetings with other DoD organizations, other Federal agencies, and international partners.
- Contractor shall support the development and communication of TRMC-sponsored initiatives in support of TRMC collaborations and partnerships with other DoD organizations, other Federal agencies, and international partners.
- Contractor shall provide formal deliverables to include reports and presentations documenting collaborative meetings with other DoD organizations, other Federal agencies, and international partners.

4.0 DELIVERABLES: Deliverables required for this task order include kick-off meeting briefing, program management plans, monthly status reports, trip reports, quality control plans, task status plans, weekly activity reports, strategic plans, budget certification reports, meeting minutes, technical assessment reports, engineering reports, and program annual reports. Formats will be determined at the start of the development of each deliverable. See Technical Exhibit 2 - Deliverables Schedule.

5.0 GOVERNMENT FURNISHED EQUIPMENT, PROPERTY, AND/OR DATA: The contractor shall have access to the necessary GFI and GFE under this task order to complete the tasking or to ensure team members have compatible infrastructure and information support systems. All GFI and GFE will be returned to the TRMC within 30 days of task order completion. The Government will treat technical data in their possession as Government sensitive information that is not to be released outside of the originating organization. The government will arrange for contractor access to all necessary military installations. The government will provide/furnish CAC cards as required.

6.0 SECURITY REQUIREMENTS: The work performed under this task order will require all personnel to hold active SECRET security clearances. Work performed will require clearances for some personnel up to TOP SECRET / SENSITIVE COMPARTMENTED INFORMATION (TS/SCI). Special Access Program (SAP) work may also be performed under this task order.

7.0 CONTRACTOR TRAVEL: Based on position, some Contractors may be required to travel Continental United States (CONUS) or OCONUS to fulfill their roles and responsibilities. Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation and the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the TRMC TPOC. Travel to

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support this task order will be to test facilities such as: Naval Surface Warfare Center Corona, CA; National Test Network Lab Crane, IN; Cold Region Test Center Ft. Greely, AL; Electronic Proving Grounds Ft Huachuca, AZ; Naval Undersea Warfare Center Newport, RI; SPAWAR System Center (SSC)-Pacific (PAC) High Assurance Internet Protocol Encryption (HAIPE) Lab San Diego, CA; Raytheon Tucson Ops Research Lab Tucson, AZ; Aviation and Missile Research Development and Engineering Center (AMRDEC) Redstone, AL; Systems Simulation, Software and Integration Directorate (S3I)-Patriot System Effectiveness Model (PESM) Redstone, AL; Yuma Proving Grounds Yuma, AZ/; 59th Test & Evaluation Squadron; Las Vegas, NV; 412th Test Wing; Edwards AFB, CA; UK, Sweden, and Australia and similar facilities locations.

8.0 ORGANIZATIONAL CONFLICT OF INTEREST (OCI): Participation as a prime or subcontractor in a DOD contract funded by the TRMC or any of its program elements has the potential to cause an OCI triggering termination of this task order. This may include participation in contracts that provide engineering or technical support to sponsors or program offices responsible for developing such systems. Both the prime contractor and its subcontractors have a continuous duty to avoid creating an OCI situation. If a contractor discovers a potential OCI issue, then they have a duty to report the OCI issue to the Contracting Officer within three working days.

9.0 FUNDING: The above tasks and deliverables shall be completed under a Time & Material contract.

10. FEDERAL HOLIDAYS: The contractor shall observe all listed Federal Holidays. See <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/> for the official dates per calendar year:

New Year's Day
Birthday of Martin Luther King, Jr.
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

11. HOURS OF OPERATION: The contractor is responsible for conducting business between the hours of 0600-1900 (Eastern Time) Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

12. PERIOD OF PERFORMANCE: The period of performance for this TO is a one (1) base year period and four (4) one (1) year option periods. The government may also require continued performance not to exceed six (6) months.

Base Period: 07/01/2022 – 06/30/2023
Option Year 1: 07/01/2023 – 06/30/2024
Option Year 2: 07/01/2024 – 06/30/2025

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Option Year 3: 07/01/2025 – 06/30/2026

Option Year 4: 07/01/2026 – 06/30/2027

13. PLACE OF PERFORMANCE / FACILITIES: Performance under the contract will take place either at the TRMC, 4800 Mark Center Drive, Suite 07J22, Alexandria, VA, 22350 or at the contractor's site. The proportion of each will be determined by the government. The contractor must have a facility located within 30 miles of the Pentagon. Travel may be required to accomplish this effort.

14. SECURITY CLEARANCES/ACCESS: Required security clearances and access to classified documents is described in Form DD 254, Contract Security Classification Specification (Attachment 2).

15. ACCESS TO GOVERNMENT INFORMATION SYSTEMS: All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

16. OPERATIONS SECURITY (OPSEC) STANDING OPERATING PROCEDURE (SOP)/PLAN: The contractor shall develop an OPSEC SOP/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per Army regulation (AR) 530-1, Operations Security. This SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure this individual becomes OPSEC Level II certified per AR 530-1.

17. ANTITERRORISM/OPERATIONS SECURITY TRAINING:

17.1 Antiterrorism (AT) Level I Training. This provision/contract text is for Contractor employees with an area of performance within an Army controlled installation, facility or area. All Contractor employees, to include Sub-Contractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The Contractor shall submit certificates of completion for each affected Contractor employee and Sub-Contractor employee, to the COR or to the contracting officer, if a COR is not assigned, within thirty calendar days after completion of training by all employees and Sub-Contractor personnel. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

17.2 AT Awareness Training for Contractor Personnel Traveling Overseas. This standard language text required US based Contractor employees and associated sub-Contractor employees to make available and to receive government provided Area of Responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit Antiterrorism Officer (ATO) being the local point of contact.

17.3 Access and General Protection/Security Policy and Procedures. This standard language text is for Contractor employees with an area of performance within an Army controlled installation, facility or area. Contractor and all associated sub-Contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The Contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this

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contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in Contractor security matters or processes.

17.4 Contractor Employees Who Require Access to Government Information Systems. All Contractor employees with access to a government info system must be registered in the Army Training Certification Tracking System

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(ATCTS) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

17.5 For Contracts that Require OPSEC Training. Per AR 530-1, Operations Security, new Contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All Contractor employees must complete annual OPSEC awareness training.

17.6 For Information assurance (IA)/information technology (IT) training. All Contractor employees and associated sub-Contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All Contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

17.7 For IA/IT certification. Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the Contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.

17.8 For Contracts That Require Handling or Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified “Confidential,” “Secret,” or “Top Secret” and requires Contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnish.

18. POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

19. CONTRACTING OFFICER REPRESENTATIVE: The GSA CO appointed a GSA COR in writing through a COR Designation Letter. The GSA COR will receive, for the Government, all work called for by the TO and will represent the GSA CO in the technical phases of the work. The GSA COR will provide no supervisory or instructional assistance to contractor personnel. The GSA COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the GSA CO by properly executed modifications to the Contract or the TO.

19.1 TECHNICAL POINT OF CONTACT (TPOC): The Technical Point of Contact (TPOC) is a representative from TRMC duly appointed, in writing, by the Contracting Officer. The TPOC is responsible for monitoring the Contractor's performance and compliance for all matters falling under the purview of the client agency and advising the COR. The TPOC, in coordination with the COR, functions as the “eyes and ears” of the CO ensuring all the technical requirements under the contract/task order are met by the delivery date or within the period of performance, and at the price or within the ceiling stipulated in the Task Order. The TPOC shall not assign or direct any work or task of any type and the contractor shall seek contracting officer endorsement of any TPOC request prior to performing any such work or task.

20. IDENTIFICATION OF CONTRACTOR EMPLOYEES: Contractor personnel will be required to obtain and wear DoD-issued badges in the performance of this service. All contractor personnel attending meetings, answering

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Government telephones, and working in other situations where their contractor status may not be obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. Contractor personnel shall also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

21. DATA RIGHTS: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

22. PHASE IN/PHASE OUT PERIOD: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the 30-day phase in/ phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services on the contract start date. The contractor shall provide a Transition Plan to the COR at least (14) days prior to the start of the Phase In/Phase Out Period.

23. GOVERNMENT FURNISHED ITEMS AND SERVICES: The Government will provide office space for the contractor's personnel. The Government will provide all office equipment and supplies to include office automation and computer hardware and software for work required to be performed at Government sites. The Government may provide office automation (cell phone, laptop or tablet, etc.) as determined necessary by the COR. The Government will provide all standard utilities to the provided facilities.

24. OTHER DIRECT COSTS: These will include travel, shipping expenses, and other incidental expenses.

25. KEY PERSONNEL: The following personnel are considered key personnel by the Government.

Key Personnel	Minimum Category (para. 26)
Project Manager	Project Manager VII
CTEIP Team Leader	Manager V
JMETC Team Leader	Manager V
T&E/S&T Team Leader	Manager V
Financial Support Team Leader	Manager V

25.1 PROJECT MANAGER (PM) VII

The contractor shall identify a PM to serve as the Government's primary POC. The PM is required to provide overall leadership and guidance for all contractor personnel assigned to the TO including assigning tasks to contractor personnel, supervise on-going technical efforts, and manage overall TO performance. The PM is responsible for the quality and efficiency of the TO, to include both technical issues and businesses processes. It is required that the PM be an employee of the prime contractor and have the authority to commit the contractor's organization and make decisions for the contractor's organization in response to Government issues, concerns, and comments, as well as be proactive in alerting the Government to potential contractual or programmatic, and resource limiting issues.

It is required that the PM has the following qualifications:

- a. A Master's degree in Engineering, Physical Science, or Management, Business, or Technical field

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- b. A minimum of 12 years of experience as a program manager in test and evaluation or similar field.

In addition to the required qualifications, it is desired that the PM also has:

- c. Demonstrated operational testing experience in a military environment.
- d. Demonstrated experience training/communicating/briefing at the corporate/senior leadership level.
- e. Demonstrated experience planning, directing, coordinating, and managing the offeror's proposed methodologies and approach of a project similar in size, scope, and complexity as referenced in this TO, including manpower utilization, procurement of materials and equipment, standards, training, problem resolution, and employee relations in both CONUS and OCONUS environments; include details addressing support staff requirements, cost estimation, labor-category contractor contribution to integrated team composition.
- f. Demonstrated experience achieving cost, schedule, and performance requirement for operational test and evaluation services to include cost summary reviews, invoice reviews, trip reports, and monthly activity reports.
- g. Demonstrated experience managing the testing of research projects or projects requiring the creation of new technologies and techniques.

25.2 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost Reimbursement).

26. PERSONNEL QUALIFICATIONS: Equivalent means a combination of training and work experience that is comparable to a required degree. Individuals that do not have the required degree may satisfy the prerequisite based on combinations of training and work experience that is determined to be equivalent to the required degree. We have determined that any of the following combinations of education and experience shall be equivalent to having the required degree:

For a bachelor's degree, at least two, but less than three years of undergraduate study at an accredited institution of higher learning, and at least two years of relevant professional experience, at least one year of which must have involved business and finance including but not limited to project control, finance and accounting, cost estimating, project planning and scheduling; or at least one, but less than two years of undergraduate study at an accredited institution of higher learning, and at least three years of relevant professional experience, at least two years of which must have involved business and finance including but not limited to project control, finance and accounting, cost estimating, project planning and scheduling; or if the applicant has less than one year of undergraduate study at an accredited institution of higher learning, or no undergraduate education, the applicant must have received a high school diploma or GED certificate and have at least four years of relevant professional experience, at least two years of which must have involved business and finance including but not limited to project control, finance and accounting, cost estimating, project planning and scheduling.

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For a master's degree, a bachelor's degree and at least one year, but less than two years of post-graduate study at an accredited institution of higher learning, and at least three years of relevant professional experience, at least one year of which must have involved business and finance including but not limited to project control, finance and accounting, cost estimating, project planning and scheduling.

If the applicant has less than one year of post-graduate study at an accredited institution of higher learning, or no post-graduate education, the applicant must have received a bachelor's degree and have at least four years of relevant professional experience, at least two years of which must have involved in business and finance including but not limited to project control, finance and accounting, cost estimating, project planning and scheduling.

NOTE: The chart below serves as a guide to the vendors. For degree equivalency, the years of professional experience is in addition to the years of experience required for the labor category. For example a Business Specialist VII with a Master's Degree is required to have 8 years of experience an equivalent would be a bachelor's degree, one year of post-graduate work, three years of relevant professional experience, plus the 8 years of experience.

Category	Qualifications	Job Description
Project (Program) Manager	Additional TCD contract requirements: a) Masters degree in Engineering, Physical Science, or Management with 12 years relevant experience in test and evaluation or 10 years experience in test and evaluation with program management, or b) Bachelors degree with 15 years relevant experience related to the management of similar programs.	Single face to the government for contracted support provided to the TRMC. Maintains direct oversight of prime and subcontractor personnel, budget, and deliverables. May perform other duties as required.
		Principal Duties and Responsibilities: Ensures proper relationships are established between the government and teaming partners to facilitate the provision of contract deliverables and services. Monitors fiscal execution of the contract, including invoicing, budget tracking, and reporting. Maintains effective communications with TRMC leadership to ensure that contract assets (personnel and materials) are applied to meet the
Project Manager IV	Bachelor's Degree or equivalent and 9 yrs of general experience.	
Project Manager V	Bachelor's Degree or equivalent and 10 yrs of general experience.	
Project Manager VI	Bachelor's Degree or equivalent and 11 yrs of general experience.	
Project Manager VII	Master's Degree or equivalent and 8 yrs of general experience.	
Project Manager VIII	Master's Degree or equivalent and 11 yrs of general experience.	

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		requirements of the Statement of Work. May perform other duties as required.
Manager		Directs the performance of a variety of related projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base.
		Principal Duties and Responsibilities: a) Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. b) Operates within client guidance, contractual limitations, and Company business and policy directives. c) Serves as focal point of contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. d) Manages program consisting of multiple projects including project identification, design, development and delivery. e) Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions. f) Confers with project manager to provide technical advice and to assist with problem resolution. g) May perform other duties as assigned.
Manager II	Bachelor's Degree or equivalent and 9 yrs of general experience.	
Manager III	Bachelor's Degree or equivalent and 10 yrs of general experience.	
Manager IV	Bachelor's Degree or equivalent and 11 yrs of general experience.	
Manager V	Bachelor's Degree or equivalent and 12 yrs of general experience.	
Manager VI	Master's Degree or equivalent and 9 yrs of general experience.	
Manager VII	Master's Degree or equivalent and 11 yrs of general experience.	

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Sr Engineer/Analyst	Additional TCD contract requirements: a) MS degree in Engineering, Physical Science, Applied Mathematics, or Computer Science with 8 years of relevant experience related to requirements in the Statement of Work and Test and Evaluation, or b) Bachelors degree in are as listed above with 12 years of relevant experience.	Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises team of Engineers through project completion.
		Principal Duties and Responsibilities: a) Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications. b) Supervises team of Engineers through project completion. d) Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. e) Coordinates the activities of Engineers and Technicians assigned to specific engineering projects. f) May perform other duties as required.
Sr. Eng/Anal III	Bachelor's Degree or equivalent and 11 yrs of general experience.	
Sr. Eng/Anal IV	Bachelor's Degree or equivalent and 12 yrs of general experience.	
Sr. Eng/Anal V	Bachelor's Degree or equivalent and 13 yrs of general experience.	
Sr. Eng/Anal VI	Bachelor's Degree or equivalent and 14 yrs of general experience.	
Sr. Eng/Anal VII	Bachelor's Degree or equivalent and 15 yrs of general experience.	
Sr. Eng/Anal VIII	Master's Degree or equivalent and 12 yrs of general experience.	
Sr. Eng/Anal IX	Master's Degree or equivalent and 13 yrs of general experience.	
Sr. Eng/Anal X	Master's Degree or equivalent and 14 yrs of general experience.	
Engineer /Analyst	Additional TCD contract requirements: a) Bachelors degree in Engineering, Physical Science, Applied Mathematics, or Computer Science, or b) Bachelors degree in a relevant technical field.	Under supervision performs a variety of engineering tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.
		Principal Duties and Responsibilities: a) Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and
Eng/Anal III	Bachelor's Degree or equivalent and 7 yrs of general experience.	
Eng/Anal IV	Bachelor's Degree or equivalent and 8 yrs of general experience.	

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Eng/Anal V	Bachelor's Degree or equivalent and 10 yrs of general experience.	customer specifications. b) Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher level engineer. c) Coordinates the activities of Technicians assigned to specific engineering projects. d) May perform other duties as assigned
Jr. Engineer/Analyst		Under supervision, assists in defining and executing engineering activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, engineering, and development and staffing of an engineering management plan.
		Principal Duties and Responsibilities: a) Performs engineering planning, performance management, capacity planning, testing and validation, benchmarking. b) Development and staffing of an engineering management plan. c) Supports project Engineers, as required. d) Analyzes and develops technical documentation detailing the integration and system performance. e) May perform other duties as assigned.
Jr. Eng/Anal III	Bachelor's Degree or equivalent and 2 yrs of general experience.	
Jr. Eng/Anal IV	Bachelor's Degree or equivalent and 3 yrs of general experience.	
Technical Specialist		Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.
		Principal Duties and

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		Responsibilities: Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. May perform other duties as required.
Technical Specialist IV	High School Diploma or G.E.D. and 3 yrs of general experience.	
Technician		Works under supervision to perform a variety of engineering tasks which are broad in nature and are concerned with the design and implementation, including support facilities and/or equipment.
		Principal Duties and Responsibilities: a) Supports the planning and performance of engineering and customer specifications. b) Supports the technical/engineering activities related to the development and integration, of testing of a project assigned to higher level engineers. c) Works under the supervision of a Sr. Engineers or project manager. d) May perform other duties as assigned.
Technician IV	Bachelor's Degree or equivalent and 1 yrs of general experience.	
Technician V	Bachelor's Degree or equivalent and 2 yrs of general experience.	
Technician VI	Bachelor's Degree or equivalent and 3 yrs of general experience.	
Technician VII	Bachelor's Degree or equivalent and 4 yrs of general experience.	
Administrative Support	Experienced user of current commercial office software such as Microsoft Office	Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.
		Principal Duties and Responsibilities: a) Specializes in coordinating and planning office administration and support. b) Understands and provides documentation
Admin Support IV	High School Diploma 3 yrs of general experience.	
Admin Support V	Bachelor's Degree or equivalent.	

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Admin Support VI	Bachelor's Degree or equivalent and 1 yrs of general experience	planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc., required in changing office environments. c) May perform other duties as required.
Admin Support VII	Bachelor's Degree or equivalent and 3 yrs of general experience	
Admin Support VIII	Bachelor's Degree or equivalent and 5 yrs of general experience	
Admin Support IX	Bachelor's Degree or equivalent and 7 yrs of general experience	
Business Specialist (Program Analyst)	Two years' experience and associated training in related work areas. Related work areas are those technical fields that will be used to fulfill the requirements under the SOW.	Includes all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, cost estimating.
Bus. Specialist I	High School Diploma and 6 yrs of general experience.	Principal Duties and Responsibilities: Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to administrative staff. May perform other duties as required.
Bus. Specialist II	Bachelor's Degree or equivalent.	
Bus. Specialist III	Bachelor's Degree or equivalent and 2 years of general experience.	
Bus. Specialist IV	Bachelor's Degree or equivalent and 4 years of general experience.	
Bus. Specialist V	Bachelor's Degree or equivalent and 6 years of general experience.	
Bus. Specialist VI	Master's Degree or equivalent and 5 yrs of general experience.	
Bus. Specialist VII	Master's Degree or equivalent and 8 yrs of general experience.	
Subject Matter Expert I	Bachelor's Degree or equivalent and 10 yrs of general experience plus 4 years of specialized experience in one of the TRMC functional areas.	Principal Duties and Responsibilities: Provide Subject Matter Expertise for the TCD contract in one of the following TRMC functional areas: Major Range and Test Facility Base (MRTFB), Government Policy; Congressional Surveys and Reporting; Central Test and Evaluation Investment Program (CTEIP); Joint Mission
Subject Matter Expert II	Bachelor's Degree or equivalent and 10 yrs of general experience plus 5 years of specialized experience in one of the TRMC functional areas.	
Subject Matter Expert III	Bachelor's Degree or equivalent and 10 yrs of general experience	

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	plus 6 years of specialized experience in one of the TRMC functional areas.	Environment Test Capability (JMETC); DoD Test and Evaluation/Science and Technology (T&E/S&T); or DoD or Congressional mandated studies, evaluations or capabilities summaries. Efforts must be consolidated in to written reports and executive summaries of the quality and technical depth to incorporate into DoD and/or Congressional Reporting. Maintains effective communications with TRMC leadership to ensure that their resulting efforts fulfill the requirements of the Statement of Work. May perform other duties as required.
Subject Matter Expert IV	Bachelor's Degree or equivalent and 10 yrs of general experience plus 8 years of specialized experience in one of the TRMC functional areas.	
Subject Matter Expert V	Bachelor's Degree or equivalent and 10 yrs of general experience plus 10 years of specialized experience in one of the TRMC functional areas.	

NOTE: For degree equivalency, the years of professional experience is in addition to the years of experience required for the labor category. A Master's Degree is equivalent to a Bachelor's Degree and 2 years of experience. Exceptions to the above "Personnel Qualifications" may be granted by TRMC on a case-by-case basis where it is considered to the advantage of the government. Prior to the individual being added to the contract, the contractor must receive by-name written approval for the exception to these Qualifications from the TRMC TPOC / COR. An e-mail message constitutes written approval.

27. TECHNICAL EXHIBIT LISTING

Technical Exhibit 1 – Quality Assurance Surveillance Plan

Technical Exhibit 2 - Deliverables Schedule

TECHNICAL EXHIBIT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

Sample Method	C = Computer, D = Direct Observation R = Report,										
Documentation	R = Report										
	Quality Assurance Program to be evaluated by: COTR										
PWS Para Ref No.	Requirement: Main Paragraph Title	Functional Area Quality Standard	Surv e i l l e d	Sam pl e M e t h d	Documentation	Acceptable Quality Level (AQL)	RATING				REMARKS:
							U	GS	S	VG	
PWS 3.1 Task 1: TCD Program Management Support, Specific Task 3.1.2	1. Contractor shall create, maintain and provide TRMC TPOC /COR with annual detailed budget forecasts on a calendar and/or fiscal year basis for each task order. Contractor shall also provide TRMC TPOC /COR with detailed budget forecasts for specified, incrementally funded performance periods for each task order.	Forecasts submitted annually	100%	R	R	Forecasts submitted annually					
PWS 4.1 Task 1: TCD Program Management Support, Specific Task	Conduct formal contract financial reviews as required for each task; such reviews will be provided to the TRMC TPOC /COR a minimum of twice per year.	Reviews completed	R	R	R	Minimum two per year					
PWS 4.1 Task 1: TCD Program Management Support, Specific Task 4.1.2.3	Maintain and provide TRMC TPOC /COR with current and projected overall and individual contractor staffing levels to manage Full Time Equivalent (FTE) staffing using 1880 hours as the baseline standard to define a FTE.	Data submitted monthly	R	R	R	Minimum six per year					
PWS 4.1 Task 1: TCD Program Management Support, Specific Task	Operate and maintain a classified facility.	Facility maintained for contract period of performance	100%	D	R	Facility maintained for contract period of performance					
PWS 4.2 Task 2 Joint Mission Environment Test Capability (JMETC) Program Office Technical Requirement 4.2.1.1	Provide engineering, technical, administrative, and analytical support to JMETC Program Manager and his designated staff.	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience, training, and expertise to accomplish the PWS requirements.	D, R	D, R	R	No more than two (2) validated written customer complaints within a period of performance.					
PWS 4.3 Task 3 Central Test and Evaluation Investment Program (CTEIP) Support Technical Requirement 4.3.1.1	Provide engineering, technical, administrative, analytical, and financial management support to the CTEIP Program Manager (PM) to accomplish program objectives	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience, training, and expertise to accomplish the PWS requirements.	D, R	D, R	R	No more than two (2) validated written customer complaints within a period of performance.					

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PWS 4.3 Task 3 Central Test and Evaluation Investment Program (CTEIP) Support Technical Requirement 4.3.1.2	Support ongoing CTEIP projects and support selection of projects that meet the program's purpose. Support may include, but not limited to: creation, control, review, coordination, publication, presentation, dissemination, and archiving of documents, papers, briefings, studies, analyses, materials, and reports	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience, training, and expertise to accomplish the PWS requirements.	D, R	D , R	R	No more than two (2) validated written customer complaints within a period of performance.					
PWS 4.4 Task 4 T&E/S&T Technical Requirement 4.4.1.1	Provide engineering, technical, administrative, and analytical support to T&E/S&T Program Manager	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience,	D, R	D , R	R	No more than two (2) validated written customer complaints within a period of performance.					
PWS 4.5 Task 5 TRMC Support Technical Requirement 4.5.1 First Bullet	Provide engineering, technical, administrative, and analytical support to the TRMC Director; the Principal Deputy Director, TRMC.	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience, training, and expertise to accomplish the PWS requirements.	D, R	D , R	R	No more than two (2) validated written customer complaints within a period of performance.					
PWS 4.5 Task 5 TRMC Support Technical Requirement 4.5.1 Second Bullet	Provide engineering, technical, administrative, and analytical support to the Deputy Director, Range Oversight Division for data calls, guides, briefings, reports, white papers, articles, and similar products and services as directed.	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience, training, and expertise to accomplish the PWS requirements.	D, R	D , R	R	No more than two (2) validated written customer complaints within a period of performance.					

PWS 4.5 Task 5 TRMC Support Technical Requirement 4.5.1 Third Bullet	Provide technical and administrative support to the Deputy Director, Corporate Operations	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience,	D , R	D , R	R	No more than two (2) validated written customer complaints within a period of performance.					
PWS 4.5 Task 5 TRMC Support Technical Requirement 4.5.1 Fourth Bullet	Provide engineering, technical, administrative, and analytical support to the Chief Financial Officer.	Support and documents provided as required. The Contractor maintains a stable workforce without disruption of service and eliminates the need for the Government to expend resources to retrain and re-orient new Contractor personnel. The Contractor effectively hires/retains personnel with the appropriate education, experience, training, and expertise to accomplish the PWS requirements.	D , R	D , R	R	No more than two (2) validated written customer complaints within a period of performance.					
PWS 9. Deliverables, Schedules and Reporting CDRL #1	Provide a monthly Status Report for each task describing all work carried out under the contract during the month. This report will be delivered no later than the 20th day of the month following the period being reported.	Report provided on time and correct to Government	R	R	R	No Deviation					
PWS Technical Exhibit 2 Deliverables, Schedules and Reporting CDRL #2	Monthly "Funds and Manpower Status Report" showing separately for each task/delivery order the manpower and funds expended under the contract. For each task/delivery order, the contractor shall indicate the level of effort expended, by labor category and CLIN/SUBCLIN, Staff-hours (prime, subcontractor, and purchased labor) and Other Direct Costs expended during the reporting period; and Cumulative staff- hours (prime, subcontractor, and purchased labor) and Other Direct Costs expended through the reporting period.	Report provided on time and correct to Government	R	R	R	No Deviation					
PWS 8.0. Organizational Conflict of Interest	Institute and enforce an Organizational Conflict of Interest (OCI) plan approved by the government	Plan submitted and approved within 90 days	R	R	R	No Deviation					

TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Forma t</u>	<u>Submit To</u>
Report detailing summary status of all active projects by divisions, status of all personnel training and any anticipated difficulties in upcoming tasks. CDRL 001	Monthly – by the 15 th of every month	One (1)	One (1) – Email to COR and TRMC TPOC	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
Manpower report showing the number of positions authorized and number filled. Vacant positions annotated on two consecutive reports may subject the contractor to an unacceptable rating in project management. CDRL 002	Monthly – by the 15 th of every month	One (1)	One (1) – Email to COR and TRMC TPOC	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
Conference Reports, Trip Reports, Meeting Minutes CDRL 003	As required	As requested	One (1) - Email to COR and TRMC TPOC as required	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
Presentation material, as requested CDRL 004	As requested	As requested	As requested One (1) - Email to COR and TRMC TPOC as required	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
Program Plan, as requested CDRL 005	As requested	As requested	As requested One (1) - Email to COR and TRMC TPOC as required	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22

				Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
Transition Plan CDRL	Once - at least (14) days prior to the start of the Phase In/Phase Out Period.	Two (2)	One (1) – Email to COR and TRMC TPOC One (1) – Email to Contracting Officer	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
OPSEC Plan CDRL	Once - within (90) calendar days of contract award. As requested by COR thereafter or upon revisions by the Contractor.	Two (2)	One (1) – Email to COR and TRMC TPOC	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil
Quality Control Plan CDRL	Once - within (90) calendar days of contract award. As requested by COR thereafter or upon revisions by the Contractor.	Two (2)	One (1) – Email to COR and TRMC TPOC	Test Resource Management Center ATTN: Mr. Geoff Wilson or designated COR 4800 Mark Center Drive, Ste 07J22 Alexandria, VA 22350 geoffrey.w.wilson2.civ@mail.mil